

**Job Opportunity Bulletin: 06-271****Final Filing Date:** June 11, 2007 or until filled**Position:**

Office Technician (Typing)

**Salary:**\$ 2598 - \$3157  
Per month**Location:**Office of Statewide Health Planning and Development  
Healthcare Workforce & Community Development  
Division  
(HWCDD)  
1600 9<sup>th</sup> Street, Room 440  
Sacramento, CA 95814**Do you want to join an organization that is a 2006 Sacramento Workplace Excellence Leader Award****Winner?** Join us at OSHPD! Under the direction from the Staff Services Manager II, and lead direction from the Health Planning Specialist II, the incumbent performs the following duties including, but not limited to:

- ❖ Provides general support for the activities of the Song-Brown Family Physician Training Program and the California Healthcare Workforce Policy Commission
- ❖ Secures meeting facilities and services needed for conducting commission meetings and negotiates contracts and pricing for goods, meeting facilities, and services
- ❖ Reconciles invoices and processes to Accounting for payment all invoices for meeting room rentals and services associated with Commission's meetings
- ❖ Coordinates with Personnel Office to initiate new Commissioner appointment documents and maintains confidential files containing appointment paperwork
- ❖ Provides support to the Division managers/supervisors and staff, including, typing correspondence; screening incoming correspondence and referring to appropriate party; and establishing and maintaining files

**Desirable Qualifications:**

- ❖ Ability to handle multiple priorities and deadlines and work cooperatively with others
- ❖ Ability to maintain a high degree of initiative, independence, and accuracy in performing tasks
- ❖ Ability to use sound judgment, discretion, and exhibit a high degree of professionalism in communicating with the Commissioners, public, staff, and management
- ❖ Ability to work 8-5
- ❖ Knowledge of modern office methods, supplies, and equipment

**Who May Apply:**

Applications will be accepted from individuals currently in the above class or individuals who have list, transfer, or reinstatement eligibility. Appointment is subject to SROA/surplus policies. Only the most qualified applicants will be interviewed.

Interested parties should submit a State Examination and/or Employment Application, Std. 678, and a resume to:

Angela Minniefield   **(Job #06-271)**  
Healthcare Workforce & Community Development Division  
Office of Statewide Health Planning and Development  
1600 9<sup>th</sup> Street, Rm. 440  
Sacramento, CA. 95814

For further information, contact Capperine Lewis at (916) 653-0733.

